For City & Guilds Salon Services
and NVQ Level 1 Hairdressing and Beauty Therapy

Introduction to Hair & Beauty

Tutor presentation package

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INSTALLATION AND RUNNING INSTRUCTIONS

It is strongly recommended that you exit all other programmes when installing or running this software.

INSTALLATION INSTRUCTIONS

For all install options

- Insert the CD into your CD-ROM drive: the CD-ROM should run automatically.
- On the opening screen there are several options; select **Install** and follow the on-screen instructions. (N.B. if you have already accessed the opening screen, but did not install the software, the software will auto-install.)
- Easiteach Player will now install on your PC.[1]

If your PC does not support autorun:

- Go to **My Computer** and double-click on your CD-ROM drive.
- The CD-ROM should run.

Minimum installation (Product runs with the CD-ROM in the drive)

Full local installation (All files are copied to your PC, and the product runs without the CD-ROM in your drive)

- Follow the instructions **For all install options** above.
- Once Easiteach Player has installed, the Heinemann installer will automatically run.
- When the installation options screen appears, select which version of the install you require, and follow the on-screen instructions. The software will install.

Network installation
Please see the *Interactive Presentation User Manual*, the Readme.txt file or the Technician's notes in the root directory of the CD-ROM for full networking instructions.

TO RUN THE SOFTWARE

- Go to **Start**, select **Programs**, select **Heinemann**, select **Interactive Presentations**.
- Click on **Introduction to Hair and Beauty**.

[1] Note: in some versions of Microsoft® Windows®, you may be prompted to restart your PC after Easiteach Player is installed. In this case, click 'No' or 'Cancel' to allow the Heinemann installer to continue. You can restart your machine at the end of the installation process. During the Easiteach installation, one screen suggests the need for a serial code to enable the software to fully function. This serial code is not required as long as the Heinemann content installation is fully completed.

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INTRODUCTION

This *Teacher's Guide* is to be used alongside the CD-ROM to enable you to get maximum benefit from the presentations. As with the CD-ROM, the Guide is organised by section and by activity. The quick guide below will help you to navigate around the CD-ROM and find the corresponding notes and suggested activities in this guide.

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RATIONALE

The interactive presentations are intended for use in a front-of-class environment, for whole-class teaching. The CD-ROM can be used with an interactive whiteboard. This will allow the interactivity to be carried out (by you or your students) at the board. Alternatively, you can simply project the image from a data projector onto a screen or wall, and carry out the interactivity using your computer.

The activities are not designed to be carried out by students working on individual PCs. Many of the activities need careful introduction, explanation and concept-setting, which you will have to do. The notes for each presentation provided in this Guide give you a useful place to start.

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The Guide contains the following information about each presentation:

PURPOSE

Gives a brief summary of the learning aim of each presentation.

HOW THE ACTIVITY WORKS

Gives a summary of what each slide in the activity shows and how it can be used.

ACTIVITY NOTES

These suggestions for how to use the presentations may make up one episode of a lesson rather than a lesson in its entirety. Each presentation is a starter activity, a main activity, a plenary or an assessment screen. The lesson plans provided suggest one possible use only and you will want to adapt the presentations to your own classes and teaching and learning styles.

The Easiteach toolbar or other supporting software can be used creatively to enhance student involvement and increase the flexibility of each presentation. A series of presentations can be combined to create a whole lesson.

Further activities have been provided for some presentations for follow-up work using the presentation or other materials. These suggest alternative ways of using the presentation, or provide an activity designed to build on the knowledge acquired during the presentation. They also provide opportunities for cross-over between presentations or for revision of topics that may already have been covered.

Combining presentations to form a lesson
Presentations can be utilised in a variety of combinations to form comprehensive lesson plans. Where two or more presentations are particularly complementary, a note has been added to the Guide.

Additional content on the CD-ROM
The CD-ROM contains all of the interactive presentations organised by section. In addition, there is an on-screen version of the *Interactive Presentation User Manual* which contains instructions on using the tools of the software. The *Teacher's Guide* is also on the CD-ROM. Both the *Interactive Presentation User Manual* and *Teacher's Guide* are in PDF format and can be viewed either on-screen or in print.

To view any of the additional content on the CD-ROM
1. Insert the CD-ROM into the CD-ROM drive: the CD-ROM should open automatically.
2. On the opening screen, in addition to the Install option, are the *Interactive Presentation User Manual* and *Teacher's Guide* options.
3. Select the content you require.

If your PC does not support Autorun, or if you have already accessed the opening screen on a previous occasion:
1. Go to **My Computer** and double-click the CD-ROM drive.
2. Double-click on the file default.htm.
3. On the opening screen, in addition to the Install option, are the *Interactive Presentation User Manual* and *Teacher's Guide* options.
4. Select the content you require.

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USING THE CD-ROM

The CD-ROM is simple to use: please see the *Interactive Presentation User Manual* or the Readme.txt file in the root directory of the CD-ROM for installation and running instructions.

The Contents screen contains a list of sections: clicking on any section link will take you to a list of presentations, culminating in an assessment presentation. Each presentation contains one or more slides. You can move forward or backward through a presentation by selecting the page numbers on the left side of the screen. To navigate between presentations you can use the orange buttons in the top right corner of the screen. These will return you to the relevant section menu, or the main contents list.

Easiteach Player is used to view and interact with the presentation content. Easiteach is installed at the same time as the CD-ROM (if you do not already have this software on your PC).

Easiteach Player has a floating toolbar which contains the tools that allow you to amend content on the current screen. Please see p. ix for an explanatory diagram of the Easiteach toolbar.

WORKING WITH THE PRESENTATIONS

To use each presentation, please refer to the individual activity notes in this Guide. These lesson plans are suggestions to save valuable planning and preparation time and to help you get the most out of the CD-ROM. However, all of the presentations are flexible and can be customised to meet your individual needs.

Each screen can be printed. Additionally, each screen can be edited and saved before it is used in the classroom to allow you to alter the content to fit your scheme of work. Presentations can also be merged, screens can be deleted or added and these new presentations saved. They can be used again or further customised for another group. For further instructions, please see the *Interactive Presentation User Manual*.

Please note that, when you save an amended presentation, we strongly recommend that you use the **Save As...** option, and be aware that the Contents links from this new presentation will no longer be active.

We hope you enjoy using these interactive presentations and that they help to bring *Hair and Beauty* to life in your classroom.

ADDITIONAL ACTIVITIES

Sections 1 – Customer service and teamwork, 2 – Salon reception, 3 – Personal presentation and 4 – Health and safety in the salon contain much of the underpinning knowledge essential for those studying for the Level 1 qualification. As such, additional material has been provided for these four sections, containing lesson plans, ideas for whole-class activities and student worksheets. This additional material is provided electronically and can be found at the end of the *Teacher's Guide* on the CD-ROM. Please note that it is not included in this folder. The *Teacher's Guide* is in PDF format and can be viewed either on-screen or in print. Copies of the worksheets provided can therefore be printed and distributed amongst the students.

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